



STATE OF MARYLAND
DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – John M. Colmers, Secretary

STATE OF MARYLAND
DEPARTMENT OF HEALTH & MENTAL HYGIENE

Administrative Services Organization (ASO)
for Maryland's Public Mental Health System

DHMH-OPASS 10-9959

Addendum # 4
Issued: February 23, 2009

Recipients of this addendum are required to complete and submit the **Addendum # 4 Acknowledge Receipt** that is the last page of this document.

All persons who are known by the Issuing Officer of being reasonably susceptible of award of the above-referenced Request for Proposal are hereby advised of the following:

The closing date was: **January 12, 2009 @ 2:00 PM**

Please see the attached requirement change with revised language for DHMH- Administrative Services Organization (ASO) for Maryland's Public Mental Health System.

PART V AND PART VI – APPENDICES

This addendum is to revise the wording in Part V and PART VI to alter the contract document and the bid page, which has been revised to a base contract of two years with three one year renewal options.

PART V **CONTRACT**

Upon recommendation for award the offeror will be instructed to complete, sign and date the pages of this section. In so doing, the offeror binds itself to all of the provisions, terms, and specifications contained in the contract.

- A. PARTIES TO THE CONTRACT -- Each party to this agreement represents and warrants to the other that it has the full right, power, and authority to execute this contract. The contractual agreement resulting from this RFP, DHMH/OPASS-_____, is by and between _____, hereinafter called the *Contractor* or the *Vendor*, and _____, a unit of the State of Maryland Department of Health and Mental Hygiene, hereinafter called the *State*, the *Department*, and/or *DHMH*.

IN CONSIDERATION OF the premises and the covenants herein contained, the parties agree as follows:

- B. CONTRACT TERM AND PRICE-- The official commencement and termination dates of the original contract period and any options, and the total contract price including any options shall be:

<i>Contract Term</i>	<i>Begin</i>	<i>End</i>	<i>Amount</i>
<i>Base Contract</i>	_____	_____	\$ _____
<i>Option #1</i>	_____	_____	\$ _____
<i>Option #2</i>	_____	_____	\$ _____
<i>Option #3</i>	_____	_____	\$ _____

Total Amount of Options \$ _____

Total Potential Cost of Contract with Options \$ _____

- D. CONTRACT AND APPROVAL IDENTIFIERS -- Identifiers for this contract shall include, but not necessarily be limited to:

The Contract Number: DHMH/OPASS- _____

ADPICS Number: _____

EMaryland Market Place Contractor Registration Number*: _____

*Note: Contract will not be awarded without eMM registration number.

- E. INCORPORATION BY REFERENCE

This contract, identified in Section D of this Part V consists of the RFP document DHMH/OPASS _____ Parts I through VI, including all Exhibits, Appendices and Addenda, and the successful offeror's entire final proposal including both the financial and the technical elements dated _____ (technical element) _____ (financial element), which are incorporated into this contract by reference.

Note: Incorporation by reference does not necessarily create a public record permissible for disclosure.

In Witness Whereof, the parties hereto have set their hands and seals:

(Signatory for the **CONTRACTOR**)

By: _____

(Signature)

Name(Typed)

Title(Typed)

Date

(Signatory for the **DEPARTMENT** shall be the Secretary or designee)

By: _____

OR DESIGNEE

(Signature)

Name(Typed)

Title(Typed)

Date of signing by Secretary or Designee

Approved as to form and Legal Sufficiency

This _____ day of _____, 20 _____

By: _____

Name (Typed)

APPENDIX A

FINANCIAL PROPOSAL

Organization: _____

Street Address _____

City, State, Zip Code _____

Phone Number: () _____ Fax Number () _____

Federal Tax Identification Number: _____

A) Cost for Contract Period:

July 1, 2009 - June 30, 2010 \$ _____

July 1, 2010 - June 30, 2011 \$ _____

Total Cost For BASE Contract Period: \$ _____

B) Cost for Option Year 1 (July 1, 2011 – June 30, 2012) \$ _____

C) Cost for Option Year 2 (July 1, 2012 – June 30, 2013) \$ _____

D) Cost for Option Year 3 (July 1, 2013 – June 30, 2014) \$ _____

E) Basis for Award (A+B+C+D) \$ _____

Offeror Signature

Date

Offeror Name (Typed)

Title

APPENDIX A1

FINANCIAL PROPOSAL BREAKDOWN

	Contract Cost	Contract Cost	Contract Cost	Contract Cost	Contract Cost	
	Year 1 7/1/09 – 6/30/10	Year 2 7/1/10 – 6/30/11	Option Year 1 7/1/11 – 6/30/12	Option Year 2 7/1/12 – 6/30/13	Option Year 3 7/1/13 – 6/30/14	TOTAL Category Cost for Five
Whole Dollars						
<u>Support Service Category</u>						
1. Access to Services						
2. Utilization Management						
System						
3. Claims Processing and						
Payment						
4. Data Collection and						
Management Information						
Services						
5. Public Information,						
Consultative, Training, &						
Evaluation Services						
6. Special Projects/						
New Initiatives						
Total Yearly Cost						
Total Contract Cost for 5 years (Basis of Award) (Must equal Item E on Appendix A)						

All other terms and conditions remain the same.

This Addendum is issued under the authority of State Procurement Regulations, COMAR 21.05.02.08 and with the approval of the DHMH Procurement Officer.

02/23/09
Date

Sharon R. Gambrill, CPPB
Sharon R. Gambrill, CPPB
Assistant Director for Procurement
Office of Procurement and Support Services

ADDENDUM # 4 ACKNOWLEDGEMENT

I acknowledge receipt of Addendum #4 to RFP DHMH/OPASS 10-9959 titled "*Administrative Services Organization (ASO) for Maryland's Public Mental Health System*" issued February 23, 2009.

Vendor's Name:

Authorized Signatory (Print/Type

Signature:

Date